

## **1220.06 Payroll Warrant Distribution**

Issued January 1, 1994

SUBJECT: Payroll Warrant Distribution.

APPLICATION: Executive Branch Departments and Sub-units.

PURPOSE: To provide guidelines for the distribution of State employee payroll warrants.

CONTACT AGENCY: Department of Management and Budget (DMB) - Office of Financial Management (OFM).

TELEPHONE: 517/373-1011

FAX: 517/373-6458

SUMMARY: Agencies are to distribute employee payroll warrants in accordance with an established schedule. Employees may not deposit or cash their warrants prior to the effective date of the warrant.

APPLICABLE FORMS: None.

### **PROCEDURES:**

#### **Agency:**

- Must distribute State employee payroll warrants according to the following schedule:
  - Afternoon and night shift - at the end of the shift immediately preceding 8 a.m. of the warrant date.
  - Day shift - no earlier than one hour, but prior to (if possible), the employee's regularly scheduled lunch hour on the date of the warrant.
- May develop internal procedures to enable employees to make prior arrangements for exceptions to this schedule. Exceptions may include:
  - Employees on pre-approved annual or sick leave.
  - Employees who leave work site and will not return prior to normal warrant distribution time.

#### **Employees:**

- Shall not deposit or cash payroll warrants before the date of the warrant.
  - Violations of this procedure may result in delaying distribution of payroll warrants to an individual department or agency.

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Procedure 1220.06